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## **II. Board Chairman**

### **1. Introduction of New Board Member, Mr. W. Randy Wright**

The Chairman introduced Mr. Wright as the newest member of the Board. He noted several items on Mr. Wright's resumé, one being that he is the current Chairman of the Hampton Roads Transit Regional Board. The Chairman then offered the floor to Mr. Wright.

Mr. Wright stated he is flattered to have been appointed to the Board. He noted that he is interested in criminal justice, and that six years ago, he served on the beginnings of the Regional Jail in South Hampton Roads, and that he looks forward to working with the Board.

The Chairman thanked Mr. Wright for his comments and noted the Board is happy to have him.

### **2. Presentation of Resolution Recognizing Mrs. Colleen K. Killilea Upon Her Resignation from the State Board of Corrections**

The Chairman welcomed Mrs. Killilea back in order to be presented a Board Resolution recognizing her for her service to the Commonwealth. The text of the Resolution was read into the record by the Chairman:

*On Motion of the Board, the following resolution was adopted:*

**WHEREAS**, Mrs. Killilea has served the Commonwealth faithfully since December 9, 1999, when she was sworn in as a member of the State Board of Corrections under then-Governor James S. Gilmore, III; and

**WHEREAS**, Mrs. Killilea has served the citizens of the Commonwealth in a non-partisan manner under two Governors and three Board Chairmen with marked integrity, pursuing the letter and intent of the law; and

**WHEREAS**, during her 3 years as a member in good standing of the State Board of Corrections, Mrs. Killilea attended and actively participated in 25 out of 30 scheduled meetings, all the while arranging for the pre-school care of two young children prior to traveling to Richmond on Board business and while pursuing and maintaining an active law practice in Williamsburg; and

**WHEREAS**, during her 3 years as Chairman of the Administration Committee of the Board, Mrs. Killilea foresaw trends and managed change in her committee and its operations; and

**WHEREAS**, Mrs. Killilea understood the importance of her professional responsibility beyond the Board, and in so doing became an active proponent

of issues important to the Commonwealth and to her fellow Board members;  
and

**WHEREAS**, Mrs. Killilea resigned her commission with the State Board of Corrections by letter dated February 26, 2003.

**NOW, THEREFORE BE IT RESOLVED**, that the State Board of Corrections, this 21st day of May, 2003, publicly recognizes the contributions of Mrs. Colleen K. Killilea to the Virginia Department of Corrections and the citizens of the Commonwealth of Virginia;

**AND, BE IT FURTHER RESOLVED**, that the Board extends its appreciation of her commitment to the Commonwealth, congratulations upon her appointment, and best wishes for a long and rewarding term as a Judge in this great Commonwealth;

**AND, BE IT FINALLY RESOLVED**, that a copy of this resolution be presented to Mrs. Colleen K. Killilea and that this resolution be permanently recorded among the papers of the State Board of Corrections, Commonwealth of Virginia.

*Clay B. Hester*  
*Donald L. Cahill*  
*Gregory M. Kallen*  
*J. Granger Macfarlane*  
*Raymond W. Mitchell*  
*Reneé T. Maxey*  
*Sterling C. Proffitt*  
*Rev. Dr. Jeffery C. Trimble*  
*W. Randy Wright*

Mrs. Killilea thanked the Board for the Resolution, stated how she had enjoyed working with the Board and with the staff, and noted how she particularly appreciated the comments about her children.

On behalf of the Board, the Chairman wished her good luck in her new endeavor after which she departed the Board meeting.

**3. May 30, 2003, Department of Corrections Service Awards Ceremony**

At this time the Chairman remarked that he is in receipt of a letter from the Department with reference to the upcoming Department Service Awards to be held in Richmond at the Sheraton West on May 30. He noted that as neither he nor the Vice Chairman are available on that day, he has asked the Secretary, Mr. Hester, to

represent the Board. Mr. Hester accepted and will represent the Board on May 30 at the Department's Service Awards Ceremony.

**4. Motion to Approve March Board Minutes**

There being no comments or changes, the Chairman called for a motion from the floor to approve the March Board minutes as presented. By *MOTION* duly made by Mr. Hester, seconded by Mr. Mitchell and unanimously *APPROVED* by verbally responding in the affirmative (Cahill, Hester, Kallen, Maxey, Mitchell, Proffitt), the March Board minutes were approved. Dr. Trimble was absent. As a tie-breaking vote was not necessary, the Chairman's vote was not noted. Mr. Wright noted his *ABSTENTION* as he was not present at the March meeting.

**5. Chairman's Program for Information for the Board**  
**Office of Health Services – Mental Health Services**

Dr. Robin Hulbert took the floor and introduced herself as the Department's Mental Health Programs Director, responsible for the oversight of all mental health services within the Department. Her office falls under the Office of Health Services under the direction of Mr. Fred Schilling.

She explained the staffing of the mental health services unit and described the three levels of services provided to inmates department wide. She mentioned the Department's SORT Program, which is an intensive program devoted to the civil commitment of sexual predators. She noted that suicide training now provided to all security staff during training at the Academy has resulted in a department-wide decrease in serious incidents. She spoke about a specialized program within the Department called the Crisis Response Team, which has been in existence for 15 years and is a program where employees are trained in short-term intervention. In general, she noted there has been a drop in the types of incidents that need responding to.

She went on to explain the new civil commitment program funded by the General Assembly this year. She noted there is a committee who reviews offenders and who determines who should be placed in this program. She stated that the program will be administered by the Department of Mental Health, not the Department of Corrections, at a temporary location near Central State Hospital in Petersburg. Deputy Secretary of Public Safety Barry Green noted that the Petersburg location is a temporary site and re-emphasized this is a mental health program, not a DOC program.

Dr. Hulbert explained how the department's budget reductions last year resulted in her losing 25% of her positions and the resultant impact it had on her ability to administer programs and services to the inmate population. This past session, the General Assembly gave back funding for 15 positions. These new positions take

effect July 1. She stated that returning these positions will allow her to readjust programming needs and will ultimately result in better use of available services.

Dr. Hulbert made several other comments and thanked the Board for the opportunity to present to them. There being no questions or comments, the Chairman thanked Dr. Hulbert for her informative presentation.

### **III. Public/Other Comment (Board Chairman)**

The Chairman noted there were neither members of the general public appearing to speak to the Board nor comments offered by Board members at this time.

### **IV. Liaison Committee (Mr. Proffitt)**

Mr. Proffitt noted that Mr. Mitchell and Mr. Hester were in attendance at the Committee meeting the previous day. Details of the Department's construction projects and jail and prison population reports as presented to the Committee were restated for the full Board. Jail construction projects were also detailed. Mr. Proffitt recalled that he had mentioned in his March report about a proposal for the Compensation Board to charge circuit court clerks \$100 per instance for failure to timely provide sentencing court orders to the Department. He noted that the proposal has been killed and the clerks are delighted. He also noted that it was an attention getter and that improvement has occurred since it was first proposed. Several other items were mentioned that had occurred during the meeting, none requiring Board action.

Mr. Proffitt then commented on the Correctional Officers' Ceremony held at the State Capitol on May 5, 2003. He remarked about the good attendance by the Department, the Department of Juvenile Justice, the Sheriffs, and the Regional Jails. He mentioned that the Board was well represented and that this was indeed an historical event. He further mentioned that everyone's inclusion was well appreciated and he had received nothing but positive comments about the day.

Mr. Proffitt then went on to note the retirement of Mr. Mike Howerton, Chief of Operations of the Local Facilities Unit for the Department. Mike has been a mainstay of the Department for years and will be leaving in July. Mr. Proffitt noted the years of assistance Mike has provided both the Board and the Liaison Committee and that the Committee would be preparing a Resolution in his honor. He closed by stating that Mike has always been helpful and professional in his dealings with the Board and the Liaison Committee and will be sorely missed.

There being no comments or questions from other members of the Board, the Chairman made a brief comment concerning law enforcement workers and how often they are taken for granted. He stated how he was glad that the opportunity had presented itself to make a unified showing at the Capitol for the Governor. He then called for formal acceptance of the report as presented.

By *MOTION* duly made by Mr. Cahill, seconded by Mr. Hester and unanimously *APPROVED* by a verbal response in the affirmative (Cahill, Hester, Kallen, Maxey, Mitchell, Wright), the report was accepted as presented. Mr. Proffitt did not vote on his report. Dr. Trimble was absent. A vote by the Board Chairman was not recorded as a tie-breaking vote was not necessary.

**V. Administration Committee (Mr. Cahill)**

Mr. Cahill noted there were four additional items discussed by the Committee as listed on the agenda.

**1. Approval of Board Motion to Convey Approximately 20 +/- Acres at Nottoway Correctional Center**

By *MOTION* duly made by Mr. Cahill, seconded by Mr. Hester and unanimously *APPROVED* by verbally responding in the affirmative (Cahill, Hester, Kallen, Maxey, Mitchell, Proffitt, Wright), the following was read into the record:

Pursuant to Section 53.1-18 of the Code of Virginia and as requested by the Department of General Services, I move that the Board approve the conveyance of approximately 20 acres located in Nottoway County, being a portion of the lands of Nottoway Correctional Center, to a buyer and under terms deemed appropriate by DGS. The Director of the Department of Corrections may execute all documents in furtherance of the sale of this parcel.

Dr. Trimble was absent. As a tie-breaking vote was not necessary, the Chairman's vote was not noted.

**2. Approval of Board Motion for Statewide Sale of Staff Houses Located Outside Prison Facility Boundaries**

Prior to voting, Mr. Cahill noted that those Wardens affected by this legislation will be allocated a housing allowance of \$5400 per year with the stipulation they must live within 34 miles of the facility. In addition, he noted that there are still 35-40 houses within the Department that are not being sold at this time but could be in the future, at which time action by the Board will be requested.

By *MOTION* duly made by Mr. Cahill, seconded by Mr. Mitchell and unanimously *APPROVED* by verbally responding in the affirmative (Cahill, Hester, Kallen, Maxey, Mitchell, Proffitt, Wright), the following was read into the record:

Pursuant to Section 53.1-18 of the Code of Virginia and as requested by the Department of General Services, I move that the Board approve the future sales of staff houses located throughout the State as directed by the 2003 Appropriation Act, which meet the criteria of being located outside of the boundaries of prison facilities,



to buyers and under terms and conditions deemed appropriate by DGS, and in accordance with the law. The Director of the Department of Corrections may execute all documents in furtherance of the sales of these properties:

Augusta CC	1535 Esta Line Valley Rd., Craigsville, VA 24430
Buckingham CC	Route 3, Box 5250, Dillwyn, VA 23936
Coffeewood CC	20022 Williams Dr., Mitchells, VA 22729
Fluvanna CC	Rt. 1, Box 2512, Troy, VA 22974
Greensville CC	305 Pine St., Jarratt, VA 23867
Greensville CC	213 Holly St., Jarratt, VA 23867
Keen Mt. CC	419 Valley Dr., Richlands, VA 24641
Lunenburg CC	1415 Ashton Rd., Victoria, VA 23974
Mecklenburg CC	938 Phyllis Rd., Boydton, VA 23917
Sussex I State Prison	325 Jasper Lane, Waverly, VA 23890
Brunswick CC	1006 Brooks Crossing, Lawrenceville, VA 23868
Dillwyn CC	PO Box 430 (Rt. 633), Dillwyn, VA 23936
Dillwyn CC	24 Simms Rd., Cumberland, VA 23040
Lunenburg CC	1511 6th St., Victoria, VA 23974
Buckingham CC	Route 20 N, Dillwyn, VA 23936
Indian Creek CC	2708 Blacksmith Trail, Chesapeake, VA 23322
VCCW	2841 River Rd. West, Goochland, VA 23063
Fluvanna CC	4192 Campbell Rd., Troy, VA 22974
Haynesville CC	1323 Hoskins Dr., Tappahannock, VA 22560
Dillwyn CC	Rt. 4, Box 413, Dillwyn, VA 23936
Fluvanna CC	Rt. 2, Box 1255, Palmyra, VA 22963
Haynesville CC	322 Cobham Park Lane, Warsaw, VA 22572
Indian Creek CC	736 Willow Oak Dr., Chesapeake, VA 23322
Indian Creek CC	601 Willow Oak Dr., Chesapeake, VA 23322
Keen Mt. CC	PO Box 22, Mayisdale, VA 24627
Lunenburg CC	857 Falls Rd., Hwy #49 N., Victoria, VA 23974
Mecklenburg CC	110 Pine Valley Rd., Clarksville, VA 23927
Mecklenburg CC	5989 Phyllis Rd., Boydton, VA 23917
Haynesville CC	1333 Hoskins Dr., Tappahannock, VA 22560

Dr. Trimble was absent. As a tie-breaking vote was not necessary, the Chairman's vote was not noted.

### **3. Department of Corrections Six-Year Plan Capital Budget Requests (Ms. Lipp)**

Ms. Lipp summarized the Department's request by stating that a total of approximately \$358 million has been requested for a total of 211 projects. The projects are divided up into three categories: maintenance reserve, master plan capacity, and capital projects. It is not known at this time what funding will be received but all projects are important to the Department.

At this point the Chairman asked for any questions or comments. The Chairman then went on to ask if there had been any preliminary discussion with staffs of the two major money committees with respect to financial discussions for the 2004-2006 request. Ms. Lipp stated this had not happened up to this point but discussion would be happening very shortly. The Director noted that the Department is constantly in contact with the Department of Planning & Budget on these issues, and DPB is very much aware of the Department's needs.

Some discussion was held with reference to the public/private proposal and the bids received for it. One proposal received was unsolicited but the Department was not surprised to receive it as some of the players have done business with the Department in the past. The other two were in response to the bid request. All three proposals are being reviewed.

The Chairman thanked Ms. Lipp for her informative presentation. He found the information very interesting and asked that the Board be kept apprised.

**4. Response to APA Report on the Department of Corrections and Virginia Parole Board for Fiscal Year Ended June 30, 2002 (For Informational Purposes Only)**

Mr. Cahill noted that each member had received a copy of the Department's response to the APA report. The Chairman asked if there were any comments with respect to the report. Mr. Proffitt noted that he had reviewed the report in some detail and agreed with the information provided with the exception of the information on Page 8. The figures provided did not come out and it appeared it was an error to the Department's benefit. Mr. Rinker responded that these are APA's figures, not the Department's, and he was not sure about the information but would look into it.

The Chairman asked that a summary of Mr. Rinker's findings be provided to the Board at the next meeting. The Chairman then called for acceptance of the Committee's report as presented. By *MOTION* duly made by Mr. Wright, seconded by Mr. Mitchell and unanimously *APPROVED* by verbally responding in the affirmative (Cahill, Hester, Kallen, Maxey, Mitchell, Proffitt, Wright), the report was accepted as presented. Dr. Trimble was absent. As a tie-breaking vote was not necessary, a vote by the Board Chairman was not noted.

**VII. Correctional Services Committee Report/Policy & Regulations (Ms. Maxey)**  
**State Facility/Community Corrections/Local Jail Certifications**

Ms. Maxey moved that the following facilities be granted Unconditional Certification:

**Powhatan Reception & Classification Center; Fluvanna Correctional Center for Women; Keen Mountain Correctional Center; Augusta County Jail; Middle Peninsula Regional Security Center; Richmond City Jail** to include the housing of male juveniles in accordance with Section 16.1-249 of the Code of Virginia; **Probation**



**& Parole District #27 (Chesterfield); Probation & Parole District #14 (Danville); Richmond Women's Diversion Center; and Essex County Lockup (100% compliance)** to include the housing of male and female juveniles in accordance with Section 16.1-249 of the Code of Virginia.

By *MOTION* duly made by Ms. Maxey, seconded by Mr. Cahill and unanimously *APPROVED* by verbally responding in the affirmative (Cahill, Hester, Kallen, Maxey, Mitchell, Proffitt, Wright), the report on the above facilities was accepted as presented. Dr. Trimble was absent. As a tie-breaking vote was not necessary, a vote by the Board Chairman was not noted.

### **Jail Inspections**

Jails achieving 100% compliance on their unannounced inspections were noted for the record. This was provided for informational purposes only. No Board action is required.

### **Bath County Lockup; Galax City Lockup; Highland County Lockup**

As a result of their unannounced inspection, two facilities are appealing their findings of noncompliance. The appeals were reviewed by the Committee and it was determined that a recommendation be held over until the July, 2003, Board meeting for further review of the inspection findings and the basis for appeal. The facilities are: **Arlington County Jail and Rockingham County Jail.**

Mrs. Maxey also mentioned the fact that Mr. Howerton would be retiring, and how his assistance to her Committee would be greatly missed. As it was noted that he has provided help to the Board in several different Committee areas, the Chairman suggested that the Resolution earlier proposed by the Liaison Committee be expanded to include his services to the Board as well. A Board Resolution encompassing Mr. Howerton's services to the Board in total will be presented at the next Board meeting where Mr. Howerton can be in attendance.

### **Policy & Regulations (Ms. Maxey)**

#### **1. Approval of Board Motion to Approve Revised Board of Corrections Policies**

By *MOTION* duly read by Ms. Maxey, seconded by Mr. Cahill and unanimously *APPROVED* by a verbal response in the affirmative (Cahill, Hester, Kallen, Maxey, Mitchell, Proffitt, Wright), the following was read into the record:

Whereby, the Department of Corrections has referred to the Correctional Services Committee, recommendations for proposed changes to Board of Corrections Policies 10-1 through 30-10, and Joint Policy 1.1 of the Board of Corrections and the Virginia Parole Board, which were last revised in 1998; and that the Correctional Services/Policy & Regulations Committee has reviewed and approved such revisions;

I move for adoption of these Policies by the Board of Corrections, to become effective at the next meeting of this Board in July, 2003.

Dr. Trimble was absent, and a tie-breaking vote by the Board Chairman was not necessary.

**VIII. Other Business (Mr. Johnson)**

The Director followed up on Dr. Hulbert's earlier comments with reference to the new sex offender program to say that the Department is working closely with the Secretary of Public Safety and the Department of Mental Health to get the program up and running. He remarked on the Correctional Officers' Week ceremony held at the Capitol on May 5 and how well received the event had been. He mentioned that the contract for operation of Lawrenceville Correctional Center has been signed with Wackenhut Corporation. The Director had nothing further to report.

**IX. Closed Session**

No closed session was held.

**X. Future Meeting Plans**

At the request of Mr. Mitchell and with the approval of the full Board, it was decided that **all future Administration Committee meetings will start at 9:30 a.m.** unless otherwise noted.

**Liaison Committee** – 10:00 a.m., Board Room, 6900 Atmore Drive, Richmond, Virginia, July 15, 2003.

**Correctional Services/Policy & Regulations Committee** – 1:00 p.m., Board Room, 6900 Atmore Drive, Richmond, Virginia, July 15, 2003.

**Administration Committee** – **9:30 a.m.**, Room 3065, 6900 Atmore Drive, Richmond, Virginia, July 16, 2003.

**Board Meeting** – 10:00 a.m., Board Room, 6900 Atmore Drive, Richmond, Virginia, July 16, 2003.

**XI. Adjournment**

There being nothing further, the meeting was adjourned.

*(Signature copy on file)*

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STERLING C. PROFFITT, ACTING CHAIRMAN

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CLAY B. HESTER, SECRETARY